

SUPERINTENDENT OF STREETS AND ALLEYS

General Statement of Responsibilities: Directs the activities of the Streets and Alleys Division of the Public Works Department, performs other duties as assigned.

Distinguishing Features of the Class: This is a highly responsible supervisory and administrative position. Incumbent is responsible for planning and directing a comprehensive maintenance program for city streets and alleys. Work is performed under general supervision of the Operations Director with a high level of independent judgement and initiative required.

Areas of Accountability:

1) Directs the activities of the Streets, Alleys and Sewer Division.

- Plans and schedules the repair and maintenance of city streets, alleys, and bridges;
- Establishes maintenance programs, policies and procedures to meet goals of the division.
- Coordinates division manpower and equipment with the Sewer division to provide a comprehensive program for snow and ice removal.

2) Directs and coordinates activities of division personnel.

- Directs employees under his/her control in accordance with Personnel, Equal Employment Opportunity and Affirmative Action policies, union contracts, and safety policies;
- Recommends hiring and disciplinary actions;
- Reviews and evaluates performance of subordinate personnel;
- Defines and delegates authority and responsibility to appropriate subordinates;
- Maintains open communications with employees and supervisors.

3) Provides for training of division personnel.

- Orientates new employees with regard to work rules, safety procedures, and care and use of equipment;
- Ensures that division personnel receive the training necessary to keep them knowledgeable of current practices and procedures.

4) Maintains appropriate records.

- Assures division compliance with City reporting procedures (forms, etc.);
- Maintains records of work rule infractions, employee counseling, and other personnel actions;

- Maintains complete records of the maintenance activities of the department, including computer data input of maintenance programs for the City's Pavement Management Program.
- Maintains records of complaints received concerning operation of the division.

5) Assists in administering the activities of the Public Works Department.

- Provides recommendations (written reports when appropriate) in his area of authority and expertise;
- Serves as an active member of departmental and city-wide management staff teams created to deal with specific problem issues;
- Coordinates division activities with other divisions and departments of the city.

6) Deals with public and other agencies.

- Handles public complaints and inquiries on an individual basis;
- Coordinates activities of the division with other agencies.

7) Prepares division's annual budget proposal and administers division budget.

8) Performs additional duties as may be required.

Required Knowledge, Skills and Abilities: Thorough knowledge in the following areas of roadway maintenance and construction: pavement rehabilitation; street surfaces including types, designs, and material specifications; reconstruction; slurry seals; chip seals; pavement performance curves; street cleaning; snow/ice removal; and bridge maintenance. Knowledgeable in computer pavement management programs and the necessary computer hardware and software applications. Knowledgeable regarding the use and recommendation of all types of maintenance and construction equipment for streets.

Acceptable Experience and Training: Any combination of education and experience which provides the required knowledge, skills and abilities equal to graduation from an accredited college or technical school with major course work in municipal engineering, business, or a related field, five years work experience in an area related to streets and alleys and two years supervisory experience. A valid Iowa driver's license is required.